

Progress Report

State of Utah, AmeriCorps Programs
2017-18 Program Year

AmeriCorps Program: _____

Person Completing this Report: _____

Report Quarter: _____

Demographic Information (Required Fields):

Please provide the total number of individuals for the reporting period and year-to-date (YTD).

Category	Definition	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date
AmeriCorps applicants	Number of individuals who applied to be AmeriCorps members.					
Number of episodic volunteers generated by AmeriCorps members.*	Number of volunteers, recruited and/or supported directly by AmeriCorps members, who participated in one-time service projects. Each volunteer should be counted only once, even if an individual volunteer participated in more than one volunteer opportunity. Leveraged volunteers do not include AmeriCorps members, Learn & Service or RSVP direct program participants or FGP/SCP volunteers.					
Number of ongoing volunteers generated by AmeriCorps members.*	Number of volunteers, recruited and/or supported directly by AmeriCorps members, who have made an ongoing volunteer commitment. Each volunteer should be counted only once, even if an individual volunteer participated in more than one volunteer opportunity. Leveraged volunteers do not include AmeriCorps members, Learn & Service or RSVP direct program participants or FGP/SCP volunteers.					
Volunteer Hours	Number of hours that the total number of volunteers (both episodic and ongoing) served during the reporting period.					

*Individual volunteers may **not** be counted in both the episodic and ongoing volunteer categories; the sum of the volunteers reported in these two categories must represent an unduplicated count. If you are unsure whether a volunteer is episodic or ongoing, report it in the "episodic" category.

Additional Demographic Information (Required Fields-see below):

This section contains a list of demographic indicators of interest to the Corporation and their stakeholders. Please note that you are **not required** to report on each indicator. However, **IF** your program includes these types of leveraged volunteers or target groups, you are required to include this data in your report. To complete this section, enter how many people you have worked with during the reporting period in each category for which you have collected data. If you do not collect data on an indicator, enter a zero (0) in that field. **You may NOT duplicate the same client/individual across quarters, but you may account for the same client/individual in different categories (i.e. a college student volunteer who is also an individual mentored).**

Category (see Definitions below as necessary)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date
Leveraged Volunteers					
Veterans and military families - # of veterans who were recruited or managed by AmeriCorps members as volunteers. See definition of "veteran" below.	0	0	0	0	0

Veterans and military families - # of active duty military members who were recruited or managed by AmeriCorps members as volunteers. See definition of "active duty" below.	0	0	0	0	0
Program Participants (AmeriCorps Members)					
Disaster preparedness and response - # of AmeriCorps members who participated in at least one disaster services project. Each member should be counted only once, even if an individual member participated in more than one disaster services project.	0	0	0	0	0
Veterans and military families - # of veterans serving as AmeriCorps members. Count all veterans who served as AmeriCorps members during the reporting period, including members who exited early .	0	0	0	0	0

Number of opportunity youth enrolled as AmeriCorps members. See definition of "opportunity youth" below. Report the number of opportunity youth enrolled in the Portal as AmeriCorps members during the reporting period. Individuals reported may be actively serving, exited with a full or partial award, or exited for cause.	0	0	0	0	0
Populations Served					
Disaster preparedness and response - # of disasters to which AmeriCorps members have responded. Count only disasters for which members specifically provided response services. Each disaster should be counted only once even if members provided response activities over a length of time.	0	0	0	0	0
Disaster preparedness and response - # of community members affected by disaster who received assistance from AmeriCorps members.	0	0	0	0	0
Veterans and military families - # of veterans served. Count veterans who received direct support and assistance from AmeriCorps members.	0	0	0	0	0
Veterans and military families - # of veteran family members served. See definition of "veteran family member" below. Count is based on the number of family members who received direct support and assistance from AmeriCorps members. Each family member receiving services, even if they are part of the same veteran family, should be counted individually.	0	0	0	0	0
Veterans and military families - # of active duty military members served. Count military members who received direct support and assistance from AmeriCorps members.	0	0	0	0	0
Veterans and military families - # of military family members served. See definition of "military family member" below. Count is based on the number of family members who received direct support and assistance from AmeriCorps members. Each family member receiving services, even if they are part of the same military family, should be counted individually.	0	0	0	0	0

Definitions:
Active duty - Full-time duty in the active military service of the United States, including the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard. The includes members of hte Reserve Component serving on active duty or full-time training duty. CNCS consideres National Guard members and reservists and wounded warriors sub-groups of active duty military.
Military Family Member - a person related by blood, marriage or adoption to an active duty member of the U.S. armed forces. See definition of "active duty" listed above.
Opportunity Youth - economically disadvantaged individuals age 16-24 who are disconnected from school or work for at least six months prior to service.
Veteran - A person who served in the active military, naval or air service and who was discharged or released therefrom under condition other than dishonorable.
Veteran Family Member - a person related by blood, marriage or adoption to a veteran of the U.S. armed forces, including one who is deceased. See definition of "veteran" listed above.

Program Progress Reporting (Required Fields):								
Provide the appropriate output, intermediate outcome and/or end outcome data. Ensure that this report includes quantitative as well as qualitative data and responds directly to the measures indicated in the Performance Measure. Please be cautious on duplication of clients served in your performance measures. Do not hesitate to contact us with any questions regarding duplication clarification.								
Performance Measure:								
MSY and Slot Targets				MSY Target:		Slot Target:		
Year to Date Actuals								
Explanation of any actuals that are below target numbers:								
Objective:								
Select One:	MET	UNMET	ONGOING	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date
Number of individuals receiving education or training in environmental	Target:							

education or training in environmental stewardship	Target:							
Data relating to progress toward performance measure. Please explain if activity levels are not on track to meet performance level.								
Select One:	MET	UNMET	ONGOING	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date
Number of individuals with increased knowledge of environmental stewardship	Target:							
Data relating to progress toward performance measure. Please explain if activity levels are not on track to meet performance level.								

Success and Challenges

Describe any factors you have found to positively or negatively influence your program's performance. Use examples to illustrate the trends that you see affecting your performance overall. Please describe your progress toward securing your match. Describe your efforts to ensure the sustainability of your program beyond the grant period. You may include a list of match sources, strategic partnerships, in-kind resources, and/or capacity building efforts.

Great Stories
Highlight member activities which are especially reflective of the impact the program has in the community or on a client . Use examples that illustrate an innovative or highly successful aspect of program operation. Use as many pages as necessary and include the name of the member submitting each story as appropriate.

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CNCS Strategic Initiatives	
Activities related to CNCS Strategic Initiatives as they relate to the six CNCS focus areas of Economic Opportunities, Education, Environmental Stewardship, Healthy Futures, Veterans and Military Families, and Capacity Building.	

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Member Experience
Describe events, activities, trainings, etc. related to member development, which enhance the AmeriCorps member's experience.

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Volunteer Engagement Strategies
Detail specific volunteer engagement strategies you have implemented along with the resulting outcomes of those strategies.

Enrollment & Retention Rates

If this is your final report for the program year, please pull your *enrollment and retention rate reports in eGrants* and provide explanation(s) for enrollment rate below 100% and retention rate below 90%. If your program did not fill or retain all of its awarded slots, explain why and identify the corrective actions you are implementing to improve your recruitment and retention practices, or any planned reduction in slots requested. Leave blank if your rates meet or exceed these thresholds.

30-Day Enrollment & Exit Rates

If this is your final report for the program year, please pull your *enrollment approval cycle time report and exit approval cycle time report in eGrants* and provide explanation(s) for **each member** whose "total days before approval" number is **over 31** in either of these reports. You must explain non-compliance for each member, and provide this explanation in the contact log of each member's IPT record as well. You must also identify the corrective actions you are implementing to ensure eGrants enrollment/exit compliance in the future. Leave blank if your rates are 31 days or under.